

CHAPTER 3

ISSUE PROCEDURES

Section 3A—ISSUE PROCEDURES.

3.1. Chapter Summary. This chapter explains how to obtain expendable supplies from Base Supply. Expendable supplies are those that are consumed in use or those that lose their identity when attached to another assembly. Expendable items are those with an expandability, reparability, cost designator of XB(X), XF(X), or XD(X). This chapter also describes the Air Force policy pertaining to ordering and using recycled products. (See [chapter 8](#) for the procedures to process equipment items.)

3.2. Requesting Supplies.

3.2.1. Methods of Submission. Request expendable supplies using the radio, telephone, intercom, teletype, mail, in person, or any other medium available. Use an AF Form 2005, Issue/Turn-in Request, to order supplies. (Base Civil Engineering people may also use an AF Form 1445, Materials and Equipment List.) Use a DD Form 1348-6 (Non-NSN Requisition Manual) for local purchase requests.

3.2.2. Issue Requests. Issue requests for supplies, bench stock, supply point items, equipment, etc., are sent to the following Base Supply Sections/Elements.

3.2.2.1. For supplies, Demand Processing.

3.2.2.1.1. Expedite call-in point (priority 01-04 and all UJC A and B requests).

3.2.2.1.2. Routine call-in point (other than delivery priorities 01-04 and UJC A or B requests). **NOTE:** As stated in [chapter 1](#), many base COS have decentralized issue request processing into customer organizations. When this is the case, submit requests to them.

3.2.2.2. For replenishment bench stock fills, Bench Stock Support.

3.2.2.3. For issues of supply point items, Repair Cycle Support.

3.2.2.4. For equipment items, Equipment Management.

3.2.2.5. For those items not covered above, Retail Sales, IEE, or the BSS. This applies to off-base organizations only.

3.3. Priority Systems. Base Supply personnel use two different priority systems when responding to customer's supply needs.

3.3.1. Delivery Priority. Base Supply personnel use delivery priorities which are the same as maintenance repair priority designators. The customer enters the delivery priority on the issue requests to show the maximum time that may elapse from the time Base Supply receives the request until the materiel is delivered and the customer receipts for it. Due to efforts to streamline delivery functions, each command or installation can develop local procedures regarding delivery times which may include the establishment of specific delivery times or regularly scheduled routes.

3.3.2. UMMIPS. The Air Force uses the UMMIPS to process requisitions. (See [chapter 1](#) for information on UMMIPS.) Commanders or their designated representatives determine the relative urgency of need, and Base Supply personnel use that priority designator when processing requisitions to sources of supply (depots) or to Base Operational Contracting for local procurement.

3.3.2.1. Two factors determine the off-base requisitioning priority: the UJC which is determined by the customer, and the FAD which is assigned to your organization in the classified USAF PD. Quarterly, the Air Staff updates the PD and forwards it to the bases. Base Supply personnel load this information into the SBSS computer. The result is when an organization has a FAD III assigned by HQ USAF, and a UJC "AA" request is submitted, the requisitioning priority will be 03. If your organization is assigned a FAD III, and the item needed is in direct support of any organization with a higher FAD (II), the higher FAD of that organization may be used. This equates to a requisitioning priority 02 (for UND A requests).

3.3.3. Use of Priority Designators. High priority issue requests inflate the overall costs of assets by increasing their transporting and handling costs. To minimize these costs, make sure the UJC assigned is relative to the actual need. As stated in [chapter 1](#), you, the customer, and your commander bear ultimate responsibility for properly assigning and validating priority designators according to AFI 23-111 and AFI 16-301. So, be ready to explain the use of UND A or B. Misuse of priority designators adversely affects the integrity of the supply system, wastes resources, and degrades the overall supply support you receive.

3.4. Issue Request Submission. Normally, the customer uses an AF Form 2005 for requesting supplies. When a request is called in, Base Supply personnel prepare the input and provide the customer with the Julian date and serial number. The customer enters this information in the applicable block of the suspense AF Forms 2005 or 2413, or any other control register being used pending receipt of the D04, Daily Document Register. When the customer takes the AF Form 2005 to Base Supply or the applicable processing point, Base Supply personnel manually enters the Julian date and serial number and returns one copy to the customer for suspense. The customer must provide certain information regardless of whether the request is called in or handcarried. (See [Attachment 3A-2](#) for instructions.)

3.4.1. Name of requesting individual and telephone number.

3.4.2. Delivery destination.

3.4.3. NSN. If a NSN is not available, give the manufacturer's part number and T.O. reference. If the item is not listed (a NSN is not available), provide a DD Form 1348-6, DOD Single Line Item Requisition System Document. (See [Attachment 3A-3](#) for instructions.)

3.4.4. T.O., figure, and index (for part number requests).

3.4.5. Part number and the CAGE code.

3.4.6. Unit of issue.

3.4.7. Quantity required.

3.4.8. Organization and shop code.

3.4.9. Demand code (see [Attachment 3A-5](#)). Submit a letter of initial issue when requesting initial issue of a repair cycle item (ERRCD XD2 or XF3) (demand code I). Obtain the commander's signature on the request and forward it to Supply's Combat Operations Support Flight. Send a copy of the initial issue letter for COMSEC assets (when the MMC is equal to CS or CA) to [CPSG/DIW](#), San Antonio, Texas 78243-7056.

3.4.10. FAD. Normally, this is left blank. Base Supply has already assigned the FAD you are authorized in the USAF PD to your organization record; therefore, the SBSS computer will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct

support of another organization with a higher FAD, enter that organization's FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support.

3.4.11. Project Code. Project codes are 3-digit characters assigned by the JCS, DOD, and the military Services for identifying special projects. Project codes allow logisticians to identify Supply transactions associated with the project. Finally, project codes allow Air Force and DOD personnel to track cost data and service performance of items related to special projects, programs, exercises, and maneuvers.

3.4.12. Delivery priority. See [Attachment 3A-1](#).

3.4.13. UJC. UJCs are identified by two elements: the UND, and type of requirement. (See [Attachment 3A-6](#) for the correct UND assignment and [Attachment 3A-8](#) for the type of requirement.) These two codes make up what is known as the UJC.

3.4.14. Mark-For. Use this field to identify the end item on which the item requested will be used. For instance, if you are repairing an aircraft, enter the serial number of the aircraft, the SRD, the work unit code, and the MAJCOM code in this field. The information varies considerably depending on the type of issue request (see part 2, [chapter 11](#)). Base Supply personnel can also help you get the correct information.

3.4.14.1. One part of the mark-for field consists of the SRD code. SRD codes can be found in the CAMS or REMIS on-line computer systems. SRD codes are designed to identify specific weapon systems and ground C-E equipment. These codes also identify related support equipment, precision measurement equipment, trainers, and engines. **NOTE:** You can find SRD codes for munitions, RPIE, and shop work in T.O. 00-20-2, [Attachment 3A-1](#).

3.4.14.2. In the SBSS, the SRD codes are the elements used to collect materiel usage data on specific weapon systems or end-items of equipment. Commanders, customers, and logisticians use this data during mission change processing, initial spares support list updates, and also for computing and reporting to HQ USAF how well Supply is supporting various weapons systems.

3.4.14.3. In maintenance systems, the SRD codes are used in automated management information system processing and facilitate interchange of data between the Supply and Maintenance systems.

3.4.14.4. The importance of assigning the correct SRD to issue transactions cannot be overemphasized. In no case, should an individual arbitrarily assign SRD codes. Additionally, do not use SRD ZZZ when ordering AFMC investment type items (ERRCD is XD2). Normally, Maintenance activities should use SRDs RSA, RSB, RSC, and RSD, if no other SRD is available.

3.4.14.5. Requests for repair parts (UJC AR, BR, AO, or BO) may be submitted as fill or kill at the option of the MAJCOM. Fill or kill requests for UJC AR and BR must have the end item SRD in the project code field (positions 57-59) as the mark-for field (positions 67-80) is not edited for TEX code 4 inputs. When requests for repair parts are not submitted as fill or kill, ensure the project code field does not contain an SRD. You verify the issue request before submission; for example, valid project code, UJC, accurate mark-for, etc. If you need more specific information, see part 2, [chapter 11](#). Requests for AFMC critical items automatically processes as fill or kill when input into the Supply computer if Supply leaves the TEX code blank or if they use TEX code 4.

3.4.15. Nomenclature. Enter a meaningful nomenclature.

3.4.16. MICAP Reportable Items. If the requirement is for a MICAP reportable item, give the type, model, series, and serial number of the equipment.

3.4.17. First-Time Request. If the item is a first-time request, the requesting individual, with the assistance of the Materiel Control (where established and if necessary), determines whether the requirement is recurring or nonrecurring. If the need is a recurring one, and it is determined that an adjusted stock level is required, submit an AF Form 1996, Request for Adjusted Stock Level, Stock Control. Supply Control uses the AF Form 1996 to establish a minimum supply level to ensure assets are on hand to satisfy anticipated operating requirements (see [Attachment 3A-6](#)).

3.4.18. Supply Management Activity Group (SMAG) Accounting. As mentioned earlier, you normally process requests for supplies and equipment through Base Supply. You cannot use AF Form 9, Request for Purchase, to purchase supply or equipment items managed by the COS. O&M funds are used to reimburse the Air Force SMAG when an item is issued. These funds may not be used as a means for circumventing SMAG accounting. If local purchase is authorized, process the requests through Base Supply using a DD Form 1348-6. Use AF Form 9 when a deviation is specifically authorized in AFM 172-1 (AFI 65-601), volume I, when specifically defined in AFM 67-1 (to become AFMAN 23-110) such as for nonmission support periodicals for day rooms (see part 2, [chapter 9](#)).

3.4.19. Base-funded equipment items (ERRC NF) (entered in block I on AF Form 2005, if applicable). If item requested is a base-funded equipment item (ERRC NF), then either "MEMO" or "FIRM" has to be provided. "MEMO" indicates organizational funds are unavailable but a due-out needs to be established to show the requirement. "FIRM" indicates organizational funds are available and assets will be requisitioned at the time the due-out is created.

3.5. Issues of Administrative and Janitorial Supplies and Handtools from the Bass. Customers shopping in the BASS select their items from storage locations and go to the checkout counter in the store. The BASS clerk scans the bar code of the item(s) which creates a sales document. The BASS clerk then asks the customer to verify and sign a Retail Sales Store Transaction Document. The sales document shows the customer's name, organization, organization and shop code, date of purchase, the national stock number, nomenclature, unit of issue, quantity purchased, extended cost, a document number, lists all purchases, and provide a total cost. The customer is given the second copy of the Retail Sales Store Transaction Document.

3.6. Bench Stock Support. Bench stock is generally made up of low cost, expendable items with ERRCD XB3 which, due to regular use, are moved to the point of use before actual need. Items placed on bench stock will be determined according to the guidelines in part 2, [chapter 25](#). Organizations may request items to be added to their bench stock at anytime by annotating the M04 listing or submitting a letter to the BSSS. The organization identifies the items required and the recommended level. The main advantage of this system is that items are available to the user within the work area.

3.6.1. Setting Up a Bench Stock. Setting up a bench stock is a joint effort between the organization and Base Supply. The supported activity will coordinate with the BSSS to establish a bench stock, set the approved maximum dollar threshold, and identify the bench stock location. Contact Base Supply to load, change, or delete bench stocks or bench stock authorizations.

3.6.2. Establishing Maximum Dollar Threshold. The maximum dollar threshold must be established prior to loading an organization bench stock. The supported organization commander will submit a letter to the Chief of Supply to request a maximum dollar threshold be established for unit price on

bench stock details. The maximum dollar threshold may vary from organization to organization and is at the discretion of the supported organization commander. Some considerations for that decision should include: Proximity to the main supply warehouse where the stock is kept, cost of the items and the levels desired, frequency of the demand for the items, and mission impact if the items are not readily available. The BSSS will maintain the letters as long as the organization is authorized a bench stock. The applicable Group Commander's approval is required in order to exceed the established maximum dollar threshold for any item. The BSSS will maintain deviation approval letters in file as long as the dollar threshold for the items exceed the current approval maximum dollar threshold for that organization.

3.6.3. Bench Stock Document Number. Supply assigns a 14-digit-document number to each item authorized on the bench stock. Both the customer and Supply use the document number for all Supply actions (such as replenishment or turn-in). Bench stock document numbers are formed in the following way.

3.6.3.1. Activity code - 1 digit (always B, this code is assigned to all bench stock transactions).

3.6.3.2. Organization code - 3 digits (identifies the applicable organization).

3.6.3.3. Shop code - 2 digits (identifies the applicable shop).

3.6.3.4. Date of last demand - 4 digits. (This changes each time there is a replenishment action.)

3.6.3.5. Item number - 4 digits (an item number beginning with 0001 for each shop code assigned by supply for all items as they are established).

3.7. Bench Stock Responsibilities.

3.7.1. The Responsibilities of the Supported Activity. When the supported activity chooses to use shadow boards, it is responsible for preparing and maintaining them. The supported activity is also responsible for providing adequate storage facilities (including bins for the bench stock), maintaining and safeguarding bench stock resources, setting up local controls to secure sensitive items, flagging bench stock items with a red indicator (when the bin has 50-percent or less of the authorized quantity), establishing controls to ensure shelf-life assets are used before the expiration date, and making maximum use of containers such as cardboard boxes, paper bags, pouches, etc., for reuse/recycle. **NOTE:** At the option of the COS and the supported organization, the unit bench stock monitor may input routine bench stock replenishment requests over a remote terminal as soon as the 50-percent or below level is reached. When this option is exercised, the customer may waive the weekly walk-through.

3.7.2. Responsibilities of the BSSS. The BSSS is responsible for conducting a weekly walk-through of each bench stock, checking flagged items and replenishing out of stock items or those expected to be out of stock before the scheduled date of the next inventory, conducting monthly inventories of bench stocks and refilling bins that are 50-percent or less of the authorized level, delivering and binning material for all on-base bench stocks, labeling all bins, turning in all excess and deleted stocks, and making maximum use of containers such as cardboard boxes, paper bags, pouches, etc., for delivering bench stock items for reuse/recycle. **NOTE:** The BSSS can waive the weekly walk-through requirement. When this is the case, the BSSS will develop local procedures and provide routine bench stock replenishment issue request processing and terminal training.

3.7.3. Organizations assuming BSSS responsibilities. There are instances when BSSS responsibilities are assumed by the supported activity.

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3.7.3.1. When access restrictions apply (secure area, etc.) or when authorized by the Logistics Group Commander (or equivalent), the COS and commander of the supported unit may agree to allow the supported activity to assume BSSS responsibilities specified above.

3.7.3.2. Unless specifically included in a joint tenancy agreement, or some specific directive, the BSSS will not perform walk-throughs, inventory, deliver or bin property bench stock assets to off-base organizations.

3.7.3.3. When the customer assumes the bench stock servicing requirements, he/she calls in cycle replenishment needs to the BSSS. After making the call, he/she annotates the customer's AF Form 465, Bench Stock Inventory, with the date of the call and person contacted. This form is then filed in date sequence. The supported activity screens the Daily Document Register (D04) to make sure issues for each line item are processed.

3.7.4. If stock of an item is exhausted between the weekly walk-throughs, and no due-outs exist, the customer can call in routine fill requests for empty bins to the BSSS. The COS, in coordination with the supported customer, determines the method for satisfying urgent bench stock requirements.

3.7.5. When it is determined an adjusted stock level is required on a bench stock asset, a customer prepared AF Form 1996 is not required. Base Supply's Stock Control personnel determine if a level is required after examining the item record data and considering current stock levels, past consumption, end-item application, known mission change requirements, and the type of bench stock supported. If necessary, Base Supply personnel effect the necessary actions to adjust the levels.

3.8. Bench Stock Additions, Deletions, and Changes. Request additions, deletions, and changes to bench stocks by telephone, an informal memo, formal correspondence, or the products used during bench stock reviews. The BSSS uses the Organization Bench Stock Listing (S04) to record additions, deletions, and changes. **NOTE:** Requests for additions, deletions, or changes do not require review, approval, or justifications.) Items that are normally used in a different quantity than the unit of issue (bolts, nuts, screws, rivets, etc.), and items having a different unit of issue than the quantity unit pack (wire) should be placed on bench stock to the maximum extent possible.

3.9. Bench Stock Reviews. Base Supply will ask you, the customer, to review items authorized on your bench stock using the Monthly Bench Stock Review (M04) and the S04 Semiannual Review programs. Base Supply provides the using organization with the consumption history of the items for possible addition, deletion, or change to bench stock and those items with no demands in the past 270 calendar days. These serve as candidates for deletion; however, the using organization determines if deletion is appropriate. The shop supervisor signs the S04 listing to certify that the items and quantities reflected are correct and returns a signed copy to the BSSS.

3.10. Supply Points.

3.10.1. Purpose. The purpose of supply points is to make assets readily available to the using activity. Supply points are set up in coordination with Mission Support in the Combat Operations Support Flight and applicable Maintenance Control Officers or other appropriate organization managers. The supported organization provides enough space and the facilities to accommodate supply points. Items stocked in supply points are usually assets peculiar to the needs of the activity being supported; however, items common to more than one Maintenance function may be stocked in a supply point. Any item of supply, except equipment items (ERRCD NF, ND), is authorized to be maintained in a supply point. Expendable items (ERRCD XB3) must be approved by Mission Support. When it is deter-

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mined an adjusted stock level is needed to establish/maintain an item on supply point, a customer-prepared AF Form 1996 is required. Normally, supply point personnel receive, store, and issue property.

3.10.2. List of Supply Point Items. The supported activity must send a list of items to be placed at the supply point to the Combat Operations Support Flight. The following information is required: Stock number, part number, noun, end-item application (type aircraft, vehicle), and whether a functional check or calibration is required before being stored in the supply point. A list of items stocked in the supply point is provided to the supporting materiel control and other activities, as required.

3.10.3. Supply Point Issues. All supply point issues are made at the supply point. The following information must be provided at the time of issue: Stock number, quantity required, and organization and shop codes.

3.11. Ammunition Procedures. Submit all ammunition requirements to the munitions supply account (FK). [volume 1, part 1, chapter 20](#), and part 2, [chapter 33](#) of this manual give procedures for requisitioning, storing, and safeguarding ammunition.

3.12. Civil Engineer Responsibilities and Procedures. Civil Engineers use the procedures in part 2, [chapter 31](#), to get supplies and equipment from Base Supply.

3.13. Local Manufacture of Items Coded FM. Make requests for these items according to this chapter. If the nomenclature has SA (sample available) in the first two positions, the responsible Maintenance activity has the data needed to make the item. If the nomenclature shows SR (sample required), the specifications, drawings, sketches, or samples must be sent with the request. If expected future needs are large enough, the items may be stocked in Base Supply.

3.14. Request for Non-NSN Local Purchase Items. Submit requests for items that do not have an NSN (non-NSN) on DD Form 1348-6. [Attachment 3A-4](#) gives instructions for filling out this form. To help Base Supply and the Base Contracting Office get needed items, give the best possible information about the item. Do not use detailed drawings, blueprints, or MIL standards if commercial, off-the-shelf products are acceptable and less expensive. Provide estimated item prices, allowable tolerances for these prices, and suggested sources. If the item being requested is or contains hazardous or potentially hazardous material, Base Bioenvironmental Engineering must approve the item for use before you submit your request to Supply Base (see [Attachment 3A-9](#)).

3.15. Brand Name/Sole Source Requirements and Use of Recycled Products.

3.15.1. Brand Name Procurement. A requirement for brand name procurement exists when only one manufacturer's item fills a customer's needs. With the DD Form 1348-6, the customer must provide, in writing, the technical reasons that competitive procurement cannot be used. Brand name procurement does not necessarily mean sole source. A brand name may be provided to identify the type of item desired. If it is provided as an example only, the words "or equal" may be used, and a letter of justification is not required.

3.15.2. Sole Source Procurement. A requirement for sole source procurement exists when only one source can be used to get the needed item or a suitable substitute. The customer must state, in writing, why the needs can only be satisfied from one source. This justification must include the technical needs to be filled. The Item Research function of Demand Processing checks commercial catalogs

and GSA Federal Supply Schedules in addition to the normal research and certifies that no other source can be found. If sources are found, the DD Form 1348-6 must be annotated to show the other sources.

3.15.3. Recycled Products. Air Force requires use of products containing recycled materials, when they are available. Customers are responsible for ordering and using recycled products except when those products do not meet minimum quality standards for their intended use. When original material procurement is required, customers must include a letter of justification specifying the technical or mission requirements which precludes the use of recycled materials. Original material items will not be stocked in Supply, and they will only be requisitioned on a non-recurring basis. For example, the potential for enormous savings exist in recharging certain toner cartridges as they become empty versus purchasing new ones. The advantages of recharging cartridges is the cost-savings due to recycling. Many cartridges can be recharged five to ten times. The Federal Supply Services has a list of contracts for recharging toner cartridges for various copiers and laser printers. Installations may also enter contractual agreements with local firms that are not on the list, if it is more advantageous.

3.15.3.1. Local procedures may be used to allow individual units to set up a contract for the installation.

3.15.3.2. Local procedures may be used to allow individual units to use AF Form 9, to get the required work accomplished.

3.15.3.3. Customers are encouraged to use recharged toner cartridges as much as possible.

3.15.4. Coding. All requests for brand name/sole source and original material items must be coded nonrecurring so they will not be stocked in Base Supply. If there is a continuing need for the item, and a suitable substitute cannot be found, ask Base Supply to initiate an AF Form 86, Request for Cataloging Data/Action, to have a stock number assigned to the item.

3.15.5. Justification. To comply with the Federal Acquisition Regulations, a separate justification must be made to the Base Contracting Office for brand name/sole source and original material items requisitions. The customer is responsible for preparing any technical requirements of the justification.

3.16. Requirements for Items in the DRMO.

3.16.1. Access to DRMO. Direct mission organizations that need access to the DRMO facilities to screen excess or surplus property may be admitted after presenting a current employee or military identification card. Non-mission organizations, such as special services or nonappropriated fund activities, must submit written requests for access to the DRMO according to current DOD and Air Force Directives (DOD Manual 4160.21-M, Defense Utilization and Disposal Manual, chapter 9, and volume 6, part 1, chapter 5, section B). For withdrawal of accountable equipment items, process a request through Base Supply. When needed property is available in DRMO, get in touch with Stock Control of the Materiel Management Flight of Base Supply. Stock Control takes action to get the request approved and processed.

3.16.2. Release of Property. DOD policy requires that the DRMO release property only to individuals who provide the DRMO with an authorized requisition document (DD Form 1348-1A) prepared and authenticated by certifying Base Supply personnel. (See part 2, [chapter 9](#), for additional information.)

3.17. Request for Purchases from Regional GSA Self Service Stores. GSA Self-Service Stores are generally used on an exception basis. Normally, these stores are used by organizations in close proximity or for emergency requirements. Organizations are normally required to obtain office and janitorial supplies from the Base Service Store or through bench stock procedures.

3.17.1. Requirements for Use of GSA Self-Service Stores. Only personnel authorized by their commander and approved by the COS may use GSA Self-Service Stores. The customer must prepare an SF 3146, GSA Self-Service Store Shopping List/Sales Slip (typed or printed in ink), listing all items and quantities required and hand-carry it to the Supply Retail Sales Outlet for processing (Customer Service in those supply organizations that do not operate Retail Sales Outlets). The customer is required to accomplish the following during supply processing.

3.17.1.1. Present a valid governmental issue (military or civilian) ID card. The Supply clerk annotates the SF 3146 with the customer's ID card number printed on the reverse side of the ID card.

3.17.1.2. Provide telephone number.

3.17.1.3. Sign the reverse of the SF 3146 (copies 4 and 5) to certify that he/she was advised that neither additions nor substitutions are authorized. Only those items listed on the SF 3146 can be processed.

3.17.1.4. Sign an AF Form 1297, Temporary Issue Receipt, to get a GSA Self-Service Store charge card (GSA Form 1948, Retain Service Shipping Plate).

3.17.2. Customer Responsibilities. When an authorized shopper goes to the GSA Self-Service Store, he/she must comply with all GSA shopping procedures and requirements. As a minimum, the customer is required to do the following.

3.17.2.1. Show a valid governmental (military or civilian) ID card, GSA Self-Service Store charge card (GSA Form 1948) and a properly prepared and approved SF 3146.

3.17.2.2. Post the prices in the proper space on the SF 3146 while shopping.

3.17.2.3. Present supplies, completed SF 3146, Self-Service Store charge card, and a valid governmental (military or civilian) ID card at the time of checkout.

3.17.2.4. Make sure the GSA clerk imprints the SF 3146 with the Self-Service Store charge card.

3.17.2.5. Obtain copy four of the SF 3146 and the cash register sales tape. Return these and the GSA Form 1948 to the Base Supply Base Service Store.

3.18. Request for Marginally Punched Continuous Forms. When forms are stock listed and GSA is the source of supply, requests for marginally punched continuous forms are processed through Demand Processing, using standard MILSTRIP procedures. If forms are not stock listed or normal UMMIPS time frames are inadequate to support your urgency of need, submit your requirements directly to the servicing reprographics office (DAR), using DD Form 843, Requisition for Printing and Binding Services.

3.19. Adjusted Stock Levels.

3.19.1. Effective Use of Adjusted Stock Levels. Adjusted stock levels are a means of adjusting base stock levels where past use may not be the best predictor of future needs. Some examples of these are 1) increases or decreases in flying programs, 2) special projects, or 3) support of emergency standby equipment. When used wisely, adjusted stock levels are valuable tools in effectively supporting oper-

ational activities. When abused, the overall ability of Base Supply to provide effective support is degraded. Effective use of the adjusted stock level capability depends on the combined judgment of Base Supply and the user.

3.19.2. Requesting and Validating Adjusted Stock Levels. Use AF Form 1996 to request an adjusted stock level. **Attachment 3A-7** gives instructions for filling out this form. When requesting adjusted stock levels, the user must provide complete detail justification. For example, the justification must explain how the adjusted stock level quantity was calculated whenever it is greater than one. Furthermore, it is essential that maintenance and supply managers, involved in this process, thoroughly review the narrative justification of requests for adjusted stock levels. It is important that only valid adjusted stock levels be established to prevent waste of critically needed funds and resources. The original AF Form 1996 is maintained on file throughout the life of the adjusted stock level. As specified in part 2, chapter 19, **section 19B**, the requesting agency maintains the AF Form 1996 for base-initiated special levels. The COS maintains the AF Form 1996 for all other levels. The user validates all approved levels every 2 years. Stock Control personnel send a list and instructions for conducting the validation to the user. As part of the validation process, it is extremely important that the user thoroughly evaluate each authorized adjusted stock level to determine whether or not it should be retained, revised (reduced/increased), or deleted. It is neither practical nor cost effective to maintain adjusted stock levels that are invalid. Those that are determined to be invalid, should be deleted or revised accordingly. After validation is completed, the shop supervisor signs the list and sends it back to Stock Control. For base-initiated levels, Base Supply personnel take appropriate action and return copy one of the R35 Listing to the requesting organization for filing. The requesting organization retains the certified R35 with the original AF Form 1996.

3.19.2.1. If the justification has changed or a quantity increase is requested, do not validate the existing level. The user must prepare and submit a new AF Form 1996. When the new level is approved, the old level is deleted.

3.19.2.2. If levels are no longer required, draw a line through the appropriate levels.

3.19.2.3. If a quantity is to be reduced, circle the listed quantity and enter the lower reduced quantity.

3.20. Request for SPRAM Assets.

3.20.1. Requests for Initial Issue. Submit requests for initial issue of SPRAM requirements (including increases to current authorizations) to the SPRAM Monitor in the EMS of Base Supply. See **chapter 9** for additional information.

3.20.2. Requests for Replacement. Submit requests for replacement SPRAM assets to EMS on an AF Form 2005 or telephone the request in depending on the urgency of need. Make sure requests include project code 428, demand code R and UJC AV/BV/CV as appropriate. If the request is filled, process the reparable asset through the normal DIFM cycle using the SPRAM detail assigned document number. The new asset replaces the unserviceable SPRAM asset on the SPRAM detail.

3.21. Delivery of Bulky and Heavy Materiel's. Pickup and delivery coordinates with the organization on the delivery of bulky and heavy materiel prior to delivery. Customers are responsible for arranging the off-loading of the property from the delivery vehicle(s) and the movement to the customer use point.

3.22. GPC Procedures. Specific guidance for GPC is outlined in AFI 64-117, “Air Force Government-Wide Purchase Card (GPC) Program.”

3.23. Local Purchase Hazardous Materiel. This type of materiel requires control to assure safety to life and property. Inform the BEE of the Base Medical Service that potential hazardous materiel is being procured. Accordingly, first-time requests for items that meet the criteria for hazardous or potential hazardous materiel must be approved by the Base Bioenvironmental Engineer. The request must be approved by BEE before submitting the DD Form 1348-6 to Base Supply for processing. (See [Attachment 3A-9](#) for a list of local purchase hazardous materiel identification.)

3.24. Unit Price/Extended Price.

3.24.1. The unit price indicates the cost or value of one unit of issue of an item and is expressed in dollar and cents on the DD Form 1348-1A. The cents are the last two digits of the unit price. The exception is the unit price for items issued from fuels accounts is expressed in dollars, cents, and mills.

3.24.2. Extended Price. The extended price indicates the total cost or value of the total number of units that is issued and is expressed in dollars and cents on the DD Form 1348-1A. The cents are the last two digits of the extended price.

ATTACHMENT 3A-1

SUPPLY RESPONSE PRIORITY AND MAINTENANCE REPAIR PRIORITY DESIGNATOR

3A1.1. Purpose. To provide a list of Supply response priority and maintenance repair priority designators and their definitions for each priority designator.

Table 3A1.1. Supply Response Priority and Maintenance Repair Priority Designator.

DESIG-NATOR	DEFINITION
1	Aerospace vehicles on alert status, war plan or national emergency missions, including related AGE, munitions equipment, and CEM equipment. CEM systems or equipment including associated AGE supporting alert, war plans, or national emergency requirements.
2	Primary mission air vehicles, missile support aircraft, air launched missiles, and related AGE, munitions, munitions equipment, and CEM equipment for the first 8 hours after landing or start of recovery or within 6 hours of a scheduled launch, alert, or test flight, and during simulated generations. Air evacuation, rescue, and weather mission aerospace vehicles and related AGE, munitions, munitions equipment, and CEM equipment. All transient tactical and tactical support aircraft. Transient tactical and tactical support aircraft. Primary mission CEM systems or equipment, including associated AGE, when repair is impacting mission accomplishment. Flight or missile crew training simulator or other training equipment related AGE requiring repair, which is impacting the mission by preventing or delaying student training.
3	Primary mission air vehicles, missile support aircraft, engines, air launched missiles and related AGE munitions, munitions equipment, and CEM equipment undergoing scheduled or unscheduled maintenance. Transient air vehicles not otherwise listed. Administrative aircraft within 8 hours of scheduled flight or on alert status with standby crews. Time change requirements for nuclear weapons. Scheduled and unscheduled maintenance of munitions that would prevent or delay mission accomplishment, if not performed. PME requiring emergency repair or calibration, the lack of which will prevent or delay mission accomplishment. Spares not available in supply. (Applies to selection of Maintenance repair priority designator only.) Critical end-item and reparable spares or supply designated "priority repair" spares. Routine maintenance of aircrew or missile training simulators, other training devices, or related AGE sites. Overdue scheduled maintenance to include periodic inspections, delinquent routine TCTO and MCL, and other time change items. Primary mission CEM systems or equipment including associated AGE when repair will not impact mission accomplishment. Alternate equipment provided to ensure uninterrupted operation of primary mission equipment. AGE requiring emergency repair or calibration, the lack of which will delay or prevent mission accomplishment. Reparable spares when like serviceable spares are not available in Supply. All base emergency vehicles, aircraft fuels servicing vehicles, alert vehicles, 463L loading vehicles, and crash or fire vehicles deadlined for parts conditions.

4	Routine or extensive repair of primary air mission and related AGE and repair cycle assets. Administrative aircraft undergoing scheduled or unscheduled maintenance. Routine maintenance of AGE, not otherwise listed above. WRM items due maintenance or inspection. Inspection, maintenance, and TCTO compliance of MSK or MRSP materiel. Extensive repair of aircrew or missile training simulators, other training devices, or related AGE. Inspection, maintenance, and TCTO compliance of munitions and munitions equipment, excluding spares excess to base requirements not listed above. Scheduled calibration and unscheduled repairs on PME not listed above. Scheduled maintenance to include periodic inspections, routine TCTO, MCL, and time change items. Primary mission CEM systems or equipment including associated AGE undergoing extensive repair or modification. Repair of other CEM systems or equipment including associated AGE. Repair of CEM repair cycle assets. WRM items due maintenance or inspection. Repair and calibration of AGE not included above. Routine or extensive repair or modification of training equipment and related AGE not scheduled for instructional use within the next 8 hours. Scheduled calibration and unscheduled repairs on PME not listed above. Base vehicles. All VDP conditions except for ambulances, crash or fire trucks, and aircraft refueling vehicles.
5	Nontactical or nonprimary-mission aircraft undergoing extensive repair. Fabrication and repair of aeronautical items not carrying a higher priority. Bench stock requirements. Extensive repair of aircrew training devices. Time change requirements not listed above. Routine repair of missiles, AGE, and RPIE, including repair cycle assets. Alternate and other CEM systems or equipment, including associated AGE undergoing extensive repair or modification. Clearing routine delayed discrepancies on training equipment or AGE, and routine maintenance which will not impair or affect mission accomplishment. Equipment requirements.
6	Fabrication and repair of nonaeronautical items.
7	Spares excess to base requirements.

ATTACHMENT 3A-2

UND, FAD, AND SUPPLY PRIORITIES

3A2.1. Purpose. To illustrate the UND and FAD relationship and how the off-base requisitioning priority is determined.

Figure 3A2.1. UND, FAD, and Supply Priorities.

Urgency of Need Designator				
F	1	A	B	C
A	2	1	4	11
D	3	2	5	12
	4	3	6	13
	5	7	9	14
		8	10	15
				Supply Priorities

ATTACHMENT 3A-3

SAMPLE AF FORM 2005, ISSUE/TURN-IN REQUEST

3A3-Section A—SAMPLE AF FORM 2005, ISSUE/TURN-IN REQUEST.

3A3.1. Instructions to fill out AF Form 2005.

Figure 3A3.1. Sample AF Form 2005, Issue/Turn-In Request.

The form is a complex grid with various sections for data entry. It includes fields for TRIC, delivery destination, requester information, stock number, unit of issue, quantity, document number, and technical order details. The form is labeled "AF FORM 2005" and "PREVIOUS EDITION WILL BE USED."

3A3-Section B—INSTRUCTIONS FOR PREPARING AF FORM 2005, ISSUE/TURN-IN REQUEST

3A3.2. Purpose. To provide instructions for preparing AF Form 2005, Issue/Turn-in Request (see [Attachment 3A-3](#), sample AF Form 2005).

Table 3A3.1. Instructions for Preparing AF Form 2005.

POSITION NUMBER	ENTRY
Block A	Name of requesting individual and telephone number.
1-3	TRIC
4-6	Delivery destination.
8-22	NSN. If a NSN is not available, give the provide a DD Form 1348-6, DOD Single Line Item Requisition System Document (see attachment A-4 instructions).
Block E	Technical order, figure and index. Part number and the CAGE code.
23-24	Unit of issue.
25-29	Quantity required.
31-33	Organization and shop code.
44	Demand code (see attachment A-5). Submit a letter of initial issue when requesting the initial issue of a repair cycle item (ERRCD XD2 or XF3) (demand code I).

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53	FAD. Normally, left blank. Base Supply has already assigned the FAD you are authorized in the USAF PD to your organization record, so the SBSS computer will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct support of another organization with a higher FAD, enter that organization's FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support.
57-59	Project code. Project codes are 3-digit characters assigned by the JCS, DOD, and the Military Services for identifying special projects. The project code also allows logisticians to identify supply transactions associated with the project.
60-61	Supply Response Priority Maintenance (formerly called delivery priority) (see attachment A-1).
65-66	UJC. Identified by two elements; the UND and the type of requirement (see attachment A-6).
67-80	Mark-For. Use this field to identify the end item on which the requested item will be used. For instance, if the item is required for an aircraft, enter the aircraft serial number, SRD, the work unit code, and the MAJCOM code in this field.
Block J	Nomenclature. Enter a meaningful nomenclature in this field

ATTACHMENT 3A-4

SAMPLE DD FORM 1348-6, NON-NSN REQUISITION

3A4.1. Instructions in filling out DD Form 1348-6.

Figure 3A4.1. Sample DD Form 1348-6, Non-NSN Requisition.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S			ITEM IDENTIFICATION* (NSN, FSCM, Part No., Other)														UNIT OF ISSUE		QUANTITY		DOCUMENT NUMBER																						
									FSCM							PART NUMBER											REQUISITIONER																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35															
DOCUMENT NO. (Cont.)			DATE			SERIAL			DRAWING			SUPPLEMENTARY ADDRESS			SIGNATURE			FUND CODE			DISTRIBUTION CODE			PROJECT CODE			PRIORITY			REQUIRED DELIVERY DAY OF YEAR			ADVICE CODE			BLANK													
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69																
REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)										IDENTIFICATION DATA																																							
70										*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																																							
71										2. MANUFACTURER'S NAME																																							
72										3. MANUFACTURER'S CATALOG IDENTIFICATION																																							
73										4. DATE (YYMMDD)										5. TECHNICAL ORDER NUMBER																													
74										6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																													
75										8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR																													
76																				8b. SIZE																													
77										9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY																													
78										9b. MAKE										9c. MODEL NUMBER										9d. SERIES										9e. SERIAL NUMBER									
79										10. REQUISITIONER (Clear text name and address)										11. REMARKS																													
80																																																	

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted. DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

3A4.2. Instructions For Preparing DD Form 1348-6, Non-NSN Requisition.

Table 3A4.1. Instructions for Preparing DD Form 1348-6.

POSITION NUMBER	ENTRY
1-3	Left blank by the initiating activity. Used by Stock Control on requisitions submitted to the source of supply. TRIC ISU is assigned by Demand Processing only if the requested item can be identified by an NSN or local stock number.
4-6	Left blank by the initiating activity. Demand Processing personnel determines and enters RI on the lower margin of the remarks block.
8-22	Left blank by the initiating activity. Stock Control personnel enters the manufacturer's code and part number. Leave this part of the form blank when the part number exceeds 10 positions or the manufacturer's code is unknown(ZZZZZ). When an NSN is known, but the Air Force is not a recorded user, enter the NSN in the remarks field, indicating the Air Force is not a recorded user.
23-24	Left blank by the initiating activity. Demand Processing personnel places the proper unit of issue in the lower margin of the remarks block.

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25-29	To be completed by Stock Control personnel. Take this information from the accompanying AF Form 2005.
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Table 3A4.2. Instructions for Preparing DD Form 1348-6.

BLOCK	ENTRY
1	Self-explanatory.
2	Enter the manufacture's name and address if known. If more than one, enter on the reverse side of the form.
3	If applicable, enter the commercial catalog number and the date that identifies this item.
5	Enter the technical order number, figure, and index number.
6	Enter the technical manual number, figure, and index.
7	Self-explanatory.
8	Enter a complete description of the item, the first 19 characters being the most pertinent descriptive data recommended for stock number directory purposes. MIL-STD-12B abbreviations may be used. Use common commercial terms. Be realistic and use identifiable purchase descriptions. Continue on the reverse side of the form if this block is too small. Include the unit price, if known; otherwise, enter an estimated unit price. Answer the following when writing a commercial description:
	a. What is it? Start description with a proper noun.
	b. What is it made of? Paper, wood steel, aluminum, plastic.
	c. What are the critical elements? Shape, size, color, outside diameter, height, length.
	d. What are its principal characteristics? Nontoxic, technically or chemically pure, high grade, commercial or construction grade.
	e. What does it do? Holds, drives, separates, connects.
	f. What type of work is it used in? Electrical, mechanical, plumbing.
	g. How is it used? Is it mainly used by itself or with other items?
	h. What is it used for? Indicate its use or purpose.
	i. Where is it used? Is it a part of a complete assembly?
	j. Is it recoverable? Can a used item be repaired economically?
8a	Self-explanatory.
8b	Self-explanatory.
9-9e	Blocks 9 through 9e contain data applicable to the end-item.
10	Left blank by the initiating activity. The item research function personnel of Demand Processing enters the organization name and proper address. Example: 58 Supply Sq, Luke AFB AZ. For DD Forms 1348-6 dated before April 1977, enter this information in the remarks block.
11	Enter the organization identification, indicator, and telephone number. For locally procured items, the using activity is responsible for identifying safety standards, specification, constraints, or hazards. The local safety office is available to assist the organization, if needed.

ATTACHMENT 3A-5

DEMAND CODES AND THEIR USES

3A5.1. Demand Codes And Their Uses.

Table 3A5.1. Demand Codes.

DEMAND CODE	TYPE ISSUE	ASSIGNMENT
I	Initial	Used on issue requests submitted to satisfy an original shortage or installation, or to replace an item that was originally installed, but was later lost. Examples are requests for items to be installed in bench test sets or mockups, or items lost in flight, fire, or crash. No turn-in of an unserviceable item is involved; nor is a DIFM control established.
C	Contractor	Used on requests from a contractor for items required Support in support of an authorized contract. DIFM control is not established on this code and should be used only when it is anticipated that a like item will not be turned in.
R	Recurring	This is the most commonly used code. It applies to day-to-day issues to an organization for normal operations when it is anticipated the item will continue to be required in the future. This code will establishes DIFM control on repair cycle assets. It is normally used when replacing a like item that is suspected to be or actually is unserviceable or one that is condemned.
N	Nonrecurring	This code is used for one-time requests for items for which no future need is expected. Nonrecurring requests include items issued to perform modification or retrofit, or to replace items in a kit with a newer item. DIFM control is established on repair cycle assets. It should be used when requesting unusually large one-time requirements that are out-of-phase with normal needs.

ATTACHMENT 3A-6

UND

3A6.1. Purpose. To explain the one-position A/N character used to express varying degrees of urgency when operational mission capability is jeopardized due to materiel nonavailability. It is also used by the requisitioning programs to determine priority.

Table 3A6.1. UND Codes.

UND CODE	ASSIGNMENT AND USE
A	Lack of the requested item prevents mission accomplishment. This code is used for UND A requirements that do not cause a reportable not MICAP supply condition. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use.
I	Lack of the requested item prevents mission accomplishment by causing an NMCS, ROCP, NAIOP, CCMEIP, VDP, AGEOP, ECM, ENG, NMCS, TDIOP, selected photographic equipment MICAP condition. Depending on the FAD of the requesting organization, a priority of 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply. This code is assigned by Base Supply if the item is needed to repair a MICAP reportable end-item (see notes 1 and 2).
B	Lack of the requested item impairs mission accomplishment by decreasing effectiveness and efficiency. Depending on the FAD of the requesting organization, a priority 04, 05, 06, 09, or 10 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use.
C	This code is used for stock replenishment, initial stockage of parts for new end-items, or other routine requirements that do not qualify for assignment of a higher UND. UND C is automatically assigned to all requests when a higher urgency of need is not specified. When this code is used, priority 11, 12, 12, 14, or 15 is assigned to the off-base requisition.
J	Lack of the requested item impairs mission accomplishment because the end-item is not fully equipped or is operating in a limited or restricted capacity. This code is assigned by Base Supply if the item is needed to repair a MICAP reportable end-item. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply (see note 2).
/ (slash)	Lack of the requested item creates a reportable battle damage condition as outlined in AFR 700-9, volume 1. This code relates to UJC AA and is used for UND A requirements when the MICAP condition was caused by hostile action. Use of this code generates a MICAP condition code M (see note 2).

NOTES:

1. Refer to the SRD Table in CAMS/REMIS to determine which end-times are MICAP reportable and for their related SRD.
2. US Air Force standard UJC is used for all non-MICAP requirements. The following applies for verified MICAP issue requests--the first position of the United States Air Force standard UJC is replaced by the SBSS MICAP UND indicator 1, J, or / (slash). These MICAP UND indicators are used by the SBSS to generate a MICAP condition code. The authorized combination of these MICAP UND indicators with the section and position of the standard UJC codes are listed in this attachment.

ATTACHMENT 3A-7

SAMPLE AF FORM 1996, ADJUSTED STOCK LEVEL

3A7.1. Instructions in filling out AF Form 1996.

Figure 3A7.1. Sample AF Form 1996, Adjusted Stock Level.

STOCK NUMBER		NOMENCLATURE				ORGN CONTROL NO.		BASE CONTROL NO.	
PART NUMBER		APPLICATION (T.O., figure and index)		SRD	PROJECT CODE	SUPPLY POINT		BENCH STOCK	
REPAIR SHOP		REPAIR SHOP CAPABILITY <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE		REPAIR SHOP RCT	RPC	LEVEL REQUESTED MAXIMUM MINIMUM			
DATE	ORIGINATOR			ORGANIZATION		OFFICE SYMBOL		AUTOVON NUMBER	
DATE	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)					OFFICE SYMBOL		AUTOVON NUMBER	
SUPPLY DATA	AS OF DATE	ERRC	UI	UNIT PRICE	ROUTING ID	BC	DEMAND LEVEL	DOFD	CUM RECUR DMD
	DOLD	MAXIMUM LEVEL		MINIMUM LEVEL		FIXED LEVEL		DO 28 CENTRAL LEVEL	ADJ DEMAND LEVEL
	AVG % BASE RFR	NRTS		CONDEMNED		REPAIRED		O&ST RCT	NET ADJUSTMENT
DATE		SIGNATURE			APPROVE	DISAPPROVE	OFFICE SYMBOL		AUTOVON NUMBER
COORDINATION	FUNDS MANAGER OR EQUIVALENT								
	STOCK CONTROL OFFICER OR EQUIVALENT						AFSRAN		
	CHIEF OF SUPPLY OR EQUIVALENT						AFSRAN		
	MAJOR COMMAND						OFFICE SYMBOL		
	INVENTORY MANAGEMENT SPECIALIST						OFFICE SYMBOL		
	LOGISTICS SYSTEM MGT DIVISION						OFFICE SYMBOL		
STOCK NUMBER		NOMENCLATURE			LJC	MAX LEVEL APPROVED		MIN LEVEL APPROVED	
JUSTIFICATION									
REASON FOR DISAPPROVAL									
REVALIDATION	DATE	ORIGINATOR			ORGANIZATION		OFFICE SYMBOL		AUTOVON NUMBER
	DATE	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)					OFFICE SYMBOL		AUTOVON NUMBER
	DATE	SIGNATURE OF CHIEF OF SUPPLY (or equivalent)					AFSRAN		AUTOVON NUMBER

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PREVIOUS EDITION WILL BE USED.

ADJUSTED STOCK LEVEL

3A7.2. Instructions For Preparing DD Form 1996, Adjusted Stock Level.

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3A7.2.1. Purpose. To provide instructions for preparing DD Form 1996, Adjusted Stock Level.

Table 3A7.1. Instructions for Preparing DD Form 1996.

BLOCK	ENTRY
1-2	Self-explanatory.
3	Organization and shop code (5-digit code identifying the organization and shop requesting the adjusted stock level). For example: 323 IE.
4	Part number of requested item.
5	Technical order number, figure and index.
6	If applicable, enter the SRD of the item.
7	If applicable, enter the project code.
8	Quantity required on supply point. If not applicable, enter NA.
9	Quantity required on bench stock. If not applicable, enter NA.
10	If applicable, enter the repair shop code.
11	If applicable, enter an X in the appropriate block to indicate repair capability.
12	If applicable, enter the average in-shop repair time.
13	If applicable, enter the locally assigned number of the reparable processing center that services the repair shop.
14	Enter a maximum level to limit the quantity of the item that Supply will stock. You may want to limit the quantity stocked due to a projected phase down, seasonal requirements, or limited storage facilities.
15	Enter a minimum level to specify the minimum quantity required to support anticipated requirements. A minimum level may be needed if there has been insufficient demand experience or to ensure a minimum operating level is on hand regardless of fluctuations in demand.
16-20	Self-explanatory.
21-24	The approving official should be the Logistics Group Commander or equivalent. The BCE or a designated representative may approve requests for adjusted stock levels initiated by the BCE activity. The vehicle maintenance officer or superintendent may approve requests generated by vehicle maintenance activities. For maintenance activities operating under AFI 23-101, the maintenance control officer may sign the request. The organization commander will approve adjusted stock levels for munitions items when the FK account is organized under the Logistics Group Commander. For all other activities, the organization commander will sign as the approving official.
25	Enter complete justification to support establishment of the adjusted stock level. State the impact that the lack of the item will have on the mission if the item is not immediately available. Clearly indicate the conditions and situations that warrant the adjusted stock level. Furnish specific details as to the reason why current stock levels based on customer demands are inadequate. Reasons may include, but are not limited to the following examples: seasonal items, standby items, mission changes, modifications to existing systems, or items required to maintain integrity of matched or built up sets. For AFMC-managed recoverable items, the justification must reflect the specific reason for negotiation as outlined in AFM 67-1 (to become AFMAN 23-110), volume 1, part1, chapter 12.

ATTACHMENT 3A-8

UJC

3A8.1. Purpose. To explain the two-position alpha/numeric code used on SBSS issue requests to determine the urgency of need and type of requirement (justification) as described below. Use US Air Force standard UJC for all non-MICAP issue requirements. The following applies for verified MICAP reportable end item issue requests--the first position of the USAF standard UJC code will be replaced by the SBSS MICAP UND indicator 1 or J. These MICAP UND indicators are used to generate a MICAP condition. The corresponding MICAP condition codes generated are listed below. The MICAP UND indicator is converted to the appropriate US Air Force standard UND for all MILSTRIP documents.

Table 3A8.1. UJC Codes.

CON- DITION	DESCRIPTION	SBSS MICAP UND/UJC FLAG	MICAP CON- DITION CODE	USAF STANDARD URGENCY JUSTIFICA- TION CODES	NO
NMCS	Aerospace vehicle not mission ca- pable supply(includes ICBM)	1A	G	AA -- --	
PMCS	Aerospace vehicle partial mission capable supply(includes ICBM)	JA	F	AA	
BD	Battle damage	/A	M	AA -- --	
ROCP	Radar out of com- mission for parts(equip- ment out of commission)	1C	K	AC BC CC	
ROLP	Radar out of com- mission for parts(equip- ment oper- ating in limited or restricted capacity)	JC	L	AC BC CC	
NAIOP	Navigational aids in-operational(equip- ment out of commission)	1D	K	AD BD CD	
NAILP	Navigational aids in-operational for parts (equipment operating in a limited or re- stricted capacity)	JD	L	AD BD CD	
CCMEIPCom- munications	1E crypto/meteor- ological equipment inoperative for parts (includes L systems) (equipment out of com- mission)	K		AE BE CE	
CCMEIPCom- munications/	JE crypto/meteor- ological equipment inoperative for parts(includes L sys- tems)(equipment operative in limited or restricted ca- pacity)	L		AE BE CE	
VDP	Vehicle deadlined(in-operative) for parts	1F	V	AF BF CF	
PMCS	P-15 fire fighting vehicle partial mission capable supply	JF	N	AF BF CF	
AGEOCPAero- space ground	1G equipment out of commission for parts (includes an inoperative test station seg- ment if required to repair an essential asset listed in the command Miss- ion Essential Spares Listing	W		AG BG CG	

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AGEOLPAero-space ground	JG equipment out of commission for parts (equipment operating in limited or restricted capacity)	R		AG BG CG	
ECM	Electronic warfare pod inoperative or missile or drone not mission capable supply (excludes ICBM)	1H	E	AH BH CH	
MUNI- TIONS	Aerospace munitions not mission capable supply	--		AJ BJ --	
WS	Industrial/pro- duction in repair or manufacture of pri- mary weapons, equipment, or supplies having a work stop- page due to the lack of materiel(See Note 1)	--		AK BK --	No
VRP	Vital base real property facility inoperative (includes missile RPIE, fuels laboratory and servicing facilities)	--	--	AL BL CL	
ENG NMCS	Aerospace engine(applyes to MICAP reportable and MICAP nonreportable engines) is not mission capable supply	1M	E	AM BM CM	
RDTP	Space research/ development/test engi- neering project stopped for supplies	--	--	AN BN CN	
PMEL	Part required for repair of non-MICAP reportable items by precision measure- ment equipment laboratories	--	--	AO BO CO	
NMCS	MICAP reportable precision measurement equipment inoperative for parts(equipment out of commission)	1O	W	AO BO CO	
PMCS	MICAP reportable precision measurement equipment inoperative for parts (equip- ment operating in a limited or restricted capacity)	JO	R	AO BO CO	
TDIOP	Training equipment--trainer cannot be used to perform any degree of it desig- nated training objective	1P	G	AP BP CP	
TDILP	Training equipment--trainer can be used but is not capable of performing all of the command training objectives due to one or more designed capabilities being inopera- tive	JP	F	AP BP CP	
DD	Delayed discrepancy entry records	--	--	-- BQ CQ	
AWP	Materiel required to repair unserviceable recoverable assets in the repair cycle that need parts to return them to a serviceable condition	--	--	AR BR --	
HWM	Materiel required to maintain health, wel- fare, morale, or support personnel	--	--	-- BS CS	
WRM	Mobility kit, mobility equipment short- ages, war consumables inviolate level, Harvest Eagle re-placement require- ments, LOGDET mobility requirements	--	--	-- BT CT	No

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TCTO	Materiel required to comply with time change/time compliance technical orders	--	--	AU BU CU	
MEE	Initial/replacement of controlled mission equipment (including SPRAM requirements) and station set and housekeeping set items	--	--	AV BV CV	No
WOR	Workorder requirement not otherwise described	--	--	AW BW CW	
EAID	Initial/replacement of EAID shortages not otherwise described	--	--	-- -- CX	
NAIRS	MICAP reportable airborne image recording and support equipment	1Y	P	AY BY --	
PMCS	MICAP reportable image recording and support equipment partial mission capable	JY	F	AY BY --	
HPMSK	Initial or replacement requirements in support of high priority mission support kits (MRSP de tails contain--ing type WRM spares code F) This UJC will be assigned under program control as appropriate	--	--	BT --	
IJC	All requirements not otherwise described	--	--	AZ BZ CZ	
DC	Disease or calamity medical disaster relief supplies or equipment to prolong life in case of critical injury, fatal disease, or calamity.	--	--	-- AZ --	No
EIC	Organizational clothing to provide a minimum of essential clothing to an individual.	--	--	-- BZ --	

NOTES:

1. Urgency justification code AK and BK are used only by AFMC activities with SRAN 7048 or 2180, or any SRAN within the 20 or 23 series except 2300.
2. Submit requests for new or increased pre-positioned war reserve materiel requirements using UND C as the normal method. If an overriding operational situation justifies immediate support, the using major command may authorize the use of UND B.
3. Use urgency justification codes AV and BV when circumstances such as unit activation, deployments, etc., dictate the use of priority requisitioning to obtain equipment and when the lack of which would prevent or impair the accomplishment of the unit's mission.
4. Establish a FAD 3 due-out for DC requirements. UJC AZ will create a priority 03 requisition and a due-out; UJC BZ will create a priority 06 requisition and a due-out.

ATTACHMENT 3A-9

LOCAL PURCHASE HAZARDOUS MATERIAL IDENTIFICATION

3A9.1. Purpose. To identify those items which fall under the criteria listed below and are possibly hazardous materiel requiring control to assure safety to life and property, according to DOD Instruction 6050.5 and Federal Standard 313B.

3A9.2. Identification.

3A9.2.1. Federal Supply Classes in which all items must be identified are as follows:

Table 3A9.1. Federal Supply Classes.

FEDERAL SUPPLY CLASSES	TITLE
6810	Chemicals
6820	Dyes
6830	Gases (Compressed and Liquefied)
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compound
8040	Adhesives
FSG 91	(Packaged Products Only)
9110	Fuels (Solid)
9130	Liquid Propellant and Fuels (Petroleum Base)
9135	Liquid Propellant Fuels and Oxidizers (Chemical Base)
9140	Fuels, Oils
9150	Oils and Greases (Cutting, Lubricating, Hydraulic)
9160	Miscellaneous Waxes (Oil and Fats)

3A9.2.2. Federal Supply Classes in which only hazardous items need to be coordinated with the Base Bioenvironmental Engineer.

Table 3A9.2. Federal Supply Classes.

FEDERAL SUPPLY CLASS	TITLE	HAZARDOUS ITEMS REQUIRING IDENTIFICATION
1370	Pyrotechnics	Warning fuse, fire starter
1375	Demolition Materials	Explosive device
2520	Vehicular Power	Items containing asbestos, transmission components
2530	Vehicular Brake	Items containing asbestos, for example, steering, axle, wheel, and track components
2540	Vehicular	Items containing asbestos, for example, furniture and accessories

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2640	Tire Rebuilding and Tire and Tube Repair Materials	Only items containing flammable or toxic compounds
3433	Gas Welding, Heat Cutting, and Metalizing Equipment	Compressed gases
3439	Welding and Brazing Supplies	Only hazardous items such as cleaning acids, flux, and supplies that contain or produce hazardous fumes
3610	Printing, Duplicating and Bookbinding Equipment	Flammable or toxic litho-graphic solutions
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	Only those items producing hazardous fumes
3680	Foundry Machinery, Related Equipment, and Supplies	Flammable or toxic casting compounds
4240	Safety and Rescue Equipment	Those items that release oxygen or contain compressed or initiating charges
5610	Mineral Construction Materials (Bulk)	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compounds
5640	Wallboard, Building Paper, and Thermal Insulating Materials	Asbestos cloth which has loose fibers or that may become airborne
5820	Radio and Television Communication Equipment (Except Airborne)	Those circuit cooler items containing bases that are regulated as hazardous to the earth's ozone layer
5835	Sound Recording and Reproduction	Those recording tape cleaners containing hazardous cleaning fluids or packaged in pressure containers
5910	Capacitors	Those items containing poly-chlorinated-biphenyls
5915	Filters and Networks	Those items containing poly-chlorinated-biphenyls
5920	Fuses and Lighting Arresters	Those items containing radio-active materials
5925	Circuit Breakers	Those items containing radio-active materials
5935	Connectors (Electrical)	Those items containing flammable chemicals
5950	Coils and Transformers	Those items containing poly-chlorinated biphenyl's
5960	Electron Tubes and Associated Hardware	Those items containing radio-active isotopes and requiring labels that require special precautions when prepared for air shipment
5965	Headsets, Handsets	Those items containing magnetic material speakers
5970	Electrical Insulation and Insulating Materials	Those items containing flammable solvents
5985	Antennas, Waveguides, and Related Equipment	Those kits containing flammable chemical
5999	Miscellaneous Electrical and Oxide Electronic Components	Those contact plates containing beryllium
6135	Batteries (Primary)	Lead-acid, lithium, mercury, and alkaline (with electrolyte) batteries
6140	Batteries (Secondary)	Those wet or moist items containing corrosive or other hazardous materials
6220	Electric Vehicular Lights and Fixtures	Those items containing mercury
6230	Electric Portable and Hand Lighting Equipment	Those items containing batteries
6240	Electric Lamps	Those items containing mercury
6260	Non-Electric Light	Those items containing mercury
6350	Miscellaneous Alarm, Signal, and Security	Those items containing wet batteries or radio active materials
6505	Drugs, Biologicals, and Official Regents	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.

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6508	Medical Cosmetics	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.
6510	Surgical Dressing Materials	Only items containing flam-mable solvents
6520	Dental Instruments, Equip-ment, and Supplies	Only items containing flammable solvents, mercury, or asbestos
6525	X-Ray Equipment and Supplies: Medical, Dental, and Veterinary	Only items containing chemical solvents
6625	Electrical and Electronic Properties Measuring and Testing Instruments	Those items containing radio-active materials
6640	Laboratory Equipment and Supplies	Only items containing flam-mable compounds, mercury or asbestos
6685	Pressure, Temperature and Humidity Measuring and Controlling Instruments	Item containing mercury or compressed gases
6740	Photographic Developing and finishing equipment	Those items containing radio-active compounds
6750	Photographic Supplies	Only items containing hazardous chemicals, solvents, thinners, and cements
6780	Photographic Sets, Kits and Outfits	(See FSC 6750)
7360	Sets, Kits, and Outfits(Food Preparation and Serving Equipment)	Those items containing com-pressed gases such as fire extinguishers
7510	Office Supplies	Only hazardous items, such as solvent, thinners, flammable inks, and varnishes
8405	Outerwear (Men)	Those maintenance kits con-taining flammable solvents
8415	Clothing (Special)	Those maintenance kits con-taining flammable solvents
8465	Individual Equipment	Those maintenance kits con-taining flammable solvents
8510	Perfumes, Toilet Preparations, and Powders	Shipping containers and pressurized containers with flammable propellants only
8520	Toilet, Soap, Shaving Prep-arations, and dentifrice's	(See FSC 8510)
8720	Fertilizers	Only items containing weed and pest control or other harmful ingredients or be-cause of their composition, are hazardous
9390	Miscellaneous Fabricated Nonmetallic Materials	Those items containing flammable solvents or asbestos
9920	Smoker's Articles and Matches	Lighter fuel and matches only
9930	Memorials (Cemeterial and Mortuary Equipment and Supplies	Those items containing for-maldehyde or its solutions

